

**SAMPLE SOLICITATION NOTICE
(11/ 2004)**

INSTRUCTIONS: REVISE OR DELETE AS NEEDED.

**CUSTOMIZE THIS NOTICE FOR THE FORMAL SEALED
SOLICITATION BEING CONTEMPLATED.**

**SOME SOLICITATIONS ARE VERY LENGTHY. YOU ARE NOT
REQUIRED TO MAIL THE SOLICITATION TO EACH VENDOR ON
THE BIDDERS LIST. YOU CAN POST THE SOLICITATION ON A
WEBSITE AND SEND THE SOLICITATION TO THOSE VENDORS
THAT REQUEST A COPY.**

**YOU MAY USE THIS NOTICE TO INFORM VENDORS ON THE STATE
BIDDERS LIST THAT A SOLICITATION HAS BEEN ISSUED AND
PROVIDE INSTRUCTIONS FOR OBTAINING A COPY OF THE
SOLICIATION.**

**WHEN CONDUCTING A FORMAL SEALED PROCUREMENT, THIS
NOTICE MUST BE SENT TO VENDORS ON THE STATE BIDDERS
LIST FOR NEED NEEDED COMMODITY OR SERVICE, UNLESS AN
ALTERNATE PROCUREMENT REQUEST HAS BEEN APPROVED.
YOU MAY ALSO SEND NOTICE TO VENDORS THAT ARE NOT ON
THE BIDDERS LIST, IN ACCORDANCE WITH N.D.A.C. 4-12-08-06.**

DELETE ALL INSTRUCTIONS BEFORE PRINTING.

STATE OF NORTH DAKOTA
AGENCY OR INSTITUTION NAME
ADDRESS
CITY, STATE, ZIP
TELEPHONE AND FAX NUMBER

DATE

SOLICITATION NOTICE

NOTE: SELECT THE NOTICE FOR THE TYPE OF SOLICITATION (INVITATION FOR BID OR REQUEST FOR PROPOSAL).

The **AGENCY NAME** issued Invitation for Bid (ITB) **NUMBER AND TITLE** on **DATE**. The State seeks bids for **INSERT A BRIEF DESCRIPTION OF THE NEEDED COMMODITIES OR SERVICES**.

- A **(MANDATORY/OPTION)** conference has been schedule for **DATE**.
- The deadline for receipt of questions is **DATE**.
- Sealed bids must be received by **TIME (AM/PM, CST), DATE OF OPENING**. Bids will be publicly read at the opening.

OR

The **AGENCY NAME** issued Request for Proposal (RFP), **NUMBER AND TITLE** on **DATE**. The State seeks proposals for **INSERT A BRIEF DESCRIPTION OF THE NEEDED COMMODITIES OR SERVICES**.

- A **(MANDATORY/OPTION)** conference has been schedule for **DATE**.
- The deadline for receipt of questions is **DATE**.
- Sealed proposals must be received by **TIME (AM/PM, CST), DATE OF OPENING**. Proposals will not be read at the opening.

NOTE: PROVIDE INSTRUCTIONS FOR OBTAINING THE SOLICITATION.

Interested parties may obtain a copy of the solicitation by contacting the procurement officer, as follows:

NAME
MAILING ADDRESS: **INSERT**
PHONE: **INSERT**
FAX: **INSERT**
E-MAIL: **INSERT**

OPTION: WEBSITE POSTING

The solicitation is posted on a website at:

INSERT URL.

Any amendments to the solicitations will be posted to the website. Vendors desiring to receive notice when any amendments are posted to the website must contact the Procurement Officer to be added to the bidders list.

If you have any questions about this solicitation, please contact the procurement officer.

Thank you for your interest in doing business with the State of North Dakota.

NAME

Procurement Officer